

Project Name: iLicensing

OCIO Project #: 1110-107

Department: California Department of Consumer Affairs

Revision Date:

Status Report

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	On-going procurement delays	Twenty-two (22) month delay to expected solution vendor contract award; project vendor and staff cost increases to accommodate extended schedule	Accept schedule delay and resulting cost increase.
2. Were any key milestones or deliverables rescheduled?	Yes	On-going procurement delays	Twenty-two (22) month delay to expected solution vendor contract award; project vendor and staff cost increases to accommodate extended schedule	Accept schedule delay and resulting cost increase.
3. Was work done that was not planned?	Yes	Multiple draft proposal reviews; Legacy System preparation tasks identified; extended schedule caused additional contractor procurement	Schedule delay due to proposals noted in #1 & #2 above. Other work: No impact to critical path milestones.	Accept schedule delay due to procurement activities; Redirect project resources; delay non-critical path activities
4. Were there any changes to scope?	No			

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5. Were tasks added that were not originally estimated?	Yes	See #3 above	See #3 above	See #3 above
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	See #3 above	See #3 above	See #3 above
8. Are there any new major issues?	Yes	Multiple draft proposal reviews; electronic signature; credit card processor convenience fees	Schedule delays and cost increases; RFP addenda; additional program costs to absorb convenience fees	Accept schedule and cost increases.
9. Are there any staffing problems?	Yes	The project lacks full-time business subject matter experts	No immediate impact. Significant impacts expected during development if not addressed.	Project Sponsor is working with Executive Sponsor to identify and assign resources.

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	See Current Status #1, 2, 3, 5, 7, and 8 above	See Current Status #1, 2, 3, 5, 7, and 8 above
2. Do any key milestones or deliverables need to be rescheduled?	Yes	See Current Status #1, 2, 3, 5, 7, and 8 above	See Current Status #1, 2, 3, 5, 7, and 8 above
3. Is there any unplanned work that needs to be done?	Yes	See Current Status #3 above	See Current Status #3 above
4. Are there any expected or recommended changes to scope?	Yes	Cause: Final responses to bidder questions may modify current RFP requirements.	Continue question response development. Monitor for any necessary RFP modification needs.
5. Are there any tasks not originally estimated that will need to be added?	Yes	See Current Status #5 above	See Current Status #5 above
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	See Current Status #7 above	See Current Status #7 above
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:*Describe deliverables completed and milestones met during this reporting period.*

Completed bidder confidential discussions and received additional bidder questions.

Published RFP Addendum #13 on Friday, April 24 to extend the final proposal due date by 1 month to allow the DCA additional time to respond to bidder questions.

Re base lined project activities due to proposal submission date being pushed out by 1 month.

Project Milestones:*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Establish Solution Vendor Contract	3/30/08	1/11/10	Done	Cause: Initial RFP release approval; Multiple draft proposal reviews; Thirteen (13) related RFP addenda. Impact: Twenty-two (22) month delay to expected solution vendor contract award; project vendor and staff cost increases to accommodate extended schedule.	

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			✓	Accept project element variances. All project element Significant Variance's will be rebaselined upon submittal of the project's second SPR that will be submitted upon vendor selection and prior to contract award.
Milestones			✓	
Deliverables		✓		
Resources			✓	
OneTime Cost			✓	Unknown until vendor selection schedule for January 2010.
Continuing Cost	✓			

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Establish Solution Vendor Contract	3/30/08	1/11/10	Done	Cause: Initial RFP release approval; Multiple draft proposal reviews; Thirteen (13) related RFP addenda. Impact: Twenty-two (22) month delay to expected solution vendor contract award; project vendor and staff cost increases to accommodate extended schedule.	

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". * Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			✓	Accept project element variances. All project element Significant Variance's will be rebaselined upon submittal of the project's second SPR that will be submitted upon vendor selection and prior to contract award.
Milestones			✓	
Deliverables		✓		
Resources			✓	
One Time Cost			✓	Unknown until vendor selection schedule for January 2010.
Continuing Cost	✓			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	1
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	2
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	0
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	1
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	1
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	1
	Medium	1	
	Weak	2	
11. Milestone Hit Rate	>90% on time	0	

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11. Milestone Hit Rate (rate of achievement as planned)	80-90% on time	1	2
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	2
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			14

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Given the project's current procurement status, vendor viability rating is based on the evaluation team's assessment of the bidder's understanding of the requirements and their ability to assemble a responsive RFP. Since the project has encountered 3 rounds of draft proposals, the DCA feels the iLicensing proposed Vendor Viability is "medium."